

**Participant Agenda
Pell Team Kick-off
January 23-24, 2002**

DAY 1

Time	Topic
9:00	Introductions
	<ul style="list-style-type: none"> • Introductions • Goals of the workshop • Service standards & ground rules • Review agenda
9:30	Explanation of process
10:00	Overview of process
11:00	Plan overview
11:15	Training needs assessment working session
12:00	Lunch
1:00	Instructional design plan working session
3:00	Roles & Responsibilities
3:30	Closing
	<ul style="list-style-type: none"> • Review day 1, preview day 2 • Lessons learned

DAY 2

Time	Topic
9:00	Agenda
	<ul style="list-style-type: none"> • Review agenda • Goals for the day • Revisit ground rules
9:45	Continue instructional design plan working session
12:15	Lunch (<i>potentially a working lunch</i>)
1:30	Project plan working session
3:30	Closing
	<ul style="list-style-type: none"> • Review of day 2 • Preview of design • Lessons Learned • Schedule next gathering/conference calls

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